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EYES ONLY

Handwritten: Special Panel

1 MAR 1971

MEMORANDUM FOR: Director of Research and Development

THROUGH: Special Panel, CSP

SUBJECT: 25X1A9a
Recommendation for Promotion -
[REDACTED]
GS-05 to GS-06

25X1A9a

1. [REDACTED] entered on duty with the Applied Physics Division on 9 July 1968 as a Clerk-Stenographer, GS-04. She received a promotion from GS-04 to GS-05 in June 1969.

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2. [REDACTED] is currently assigned to the Counter-measures Branch of the Applied Physics Division. In addition to the regular secretarial requirements of the C/M Branch, a considerable portion of her time is spent on work generated as a result of the TSCC R&D Subcommittee. This work includes typing and mailing of the Minutes of the R&D Subcommittee, handling arrangements for these meetings, maintaining the membership list and files for the Committee as well as their Library. During the past few months, [REDACTED] has been carrying out the project of arranging for all the material in this Library to be put on microfilm. She has handled this project with a minimum of supervision in a very efficient manner. All in all, over the past three years, [REDACTED] has shown a great deal of progress. This is especially reflected in her maturity and attitudes in relation to her work, and her overall contributions to the efficiency of the office.

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3. It is recommended that [REDACTED] be promoted from a GS-05, step 2, to GS-06, step 1.

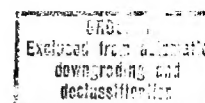
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SIGNED

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[REDACTED]
AC/AP/ORD/DD/S&T

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25X1A9a

Subject: Recommendation for Promotion -
GS-05 to GS-06

RECOMMEND APPROVAL:

25X1A9a

[REDACTED]

5 APR 1971

Chairman, Special Panel, CSP

Date

APPROVAL:

25X1A9a

[REDACTED]

Director of Research and Development

Date

Distribution:

- Orig. & 1 - Addressee
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AP/ORD/DD/S&T/jd (3486, 26 Mar'71)

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